

Frequently Asked Questions

What is included in the assessment?

The assessment includes a multiple-choice test and a problem-based scenario. Both are standards-driven focused on occupational, employability and academic competencies. Unlike the multiple-choice test, the scenario is an open-ended question and requires students to write a 1 to 2-page answer to the problem presented. On the scenario portion of the assessment, students are given multiple scenarios and asked to respond to one. The scenario portion for Administrative Support Services is a performance-based scenario requiring students to complete tasks at the computer. The scenario for manufacturing is a multiple-choice scenario format.

How were the assessment developed? How will they be scored?

Educators and employers developed the assessment items based on the standards. Kentucky employers endorsed standards before assessments were developed.

Both educators and employers will score the scenarios, and the multiple-choice test will be scored using student bubbled answer sheets.

How long does it take to complete the assessment?

Students are given two hours. One hour for the scenario assessment and one hour for the multiple-choice. The assessment may be administered in two one-hour blocks or one two-hour block.

Who may administer the KOSSA?

All KOSSA testing materials are mailed to the person identified as the KOSSA coordinator. This individual is held accountable for the security of all testing materials prior to, during and after the administration of the assessment. This does NOT mean this individual is the only person who has access to the assessments. The assessments may be administered by teachers, counselors, principals or others in leadership roles within the local school district. It is required that any individual reviewing or administering the assessment at anytime sign and submit a nondisclosure agreement and security statement. The KOSSA coordinator is ultimately responsible for all testing materials and how the materials are used at the local level. All individuals involved in review and administration of the KOSSA must adhere to the guidelines for testing ethics as outlined for the KCCT.

What is the cutoff score for passing the assessment?

Students must achieve a 70% score on each component (multiple choice and scenario) in order to receive certification. The one exception to this is with the Manufacturing assessment where the assessment requires an overall score of 70% rather than a 2 part score. This is at the recommendation of business and industry partners.

May students retake the assessment next year?

Students may retake the assessment the following year if they did not pass and receive a certificate. Both components (multiple-choice and scenario) to the test would need to be retaken. Students may not combine scores from two separate years.

May students take assessments in more than one area?

Students who are qualified may take as many assessments as they would like. However, it is highly recommended that students assess in the area they have identified on their Individual Graduation Plan as their career major area in Career and Technical Education.

Who may sit for the test?

The test targets CTE concentrators. Students should be enrolled in at least their 3rd CTE credit in a career major. Therefore, we are targeting primarily juniors and seniors.

Are modifications/accommodations for students with IEP's available on the KOSSA?

YES! Testing modifications/accommodations should be provided to students as outlined in the IEP.

What courses should the student have taken before sitting for the assessment?

Please see **Program of Studies** for list of courses by career major.

I have identified another student who meets the criteria to test. May I make a copy of the assessment for this student?

NO! If you find you need additional assessments, contact Pamela.Moore@education.ky.gov. Your registration request will be updated. Assessments and answer sheets will be shipped as soon as possible.

May I make substitutions if I have someone who is no longer in the program and realize another student qualifies?

Yes! Submit an updated registration request and notify Pamela.Moore@education.ky.gov.

My school has completed the assessment. How do I get them back to you?

It is highly recommended that assessments be shipped UPS or Certified Mail so that you have a way to track them. Detailed instructions for returning assessments are provided in the KOSSA Test Administrators Manual.

When we identified our students in December, we didn't know who would be returning for the next course, and I have identified more assessments than I need. How will this impact our accountability results?

It will have NO impact on your accountability. Simply return the unused assessments and answer sheets with your other testing materials. Only the students who actually assess are included for accountability purposes.

Is the assessment voluntary?

The assessment is voluntary for students to participate. However, it is mandatory for programs to participate in the assessment system. Perkins III requires the demonstration of occupational competence in each of the program areas. It is expected that career and technical education teachers will encourage qualified students to sit for the assessment. Programs receiving Perkins funding must participate in the assessment system to be recognized as a valid program and continue receiving Perkins funding.

What is the benefit to the student to perform well on the assessment?

Students passing the assessment receive a Kentucky Occupational Skill Standards Certificate signed by the Governor and the endorsing business/industry partner. Some colleges/universities are now recognizing the significance of the skill standards assessments by offering credit in introductory level college courses for those students who meet the criteria of articulation agreements. It is recommended that local recognition be provided as well, as this tends to be the most meaningful to students, parents, and the local community.

How are results used for accountability?

The skill results are used as a measure of the technical skill achievement of students enrolled in career and technical education. As a state, we have gone from 14% passing in 2000 to 44% passing in 2005! When considering whether a district has met this portion of performance measure 1, we are looking for continual improvement in the percentage of students receiving certificates or an increase in the number of assessments given and the number of students receiving certificates from one year to the next.

Are released items available?

Yes. Go to www.education.ky.gov Click on *Instructional Resources, Career and Technical Education, and Skill Standards*. You can also click on the *KDE QuickLinks, Career and Technical Education, and Skill Standards*. You will find a variety of useful information at this link including released scenarios from previous years' assessments.

Is online testing available?

Yes. Schools may request to assess online with the understanding that only schools meeting the specified technology requirements will be able to complete the assessment online.

When are assessments administered?

The assessments are administered in February and March each year. Contact Pamela.Moore@education.ky.gov for the current year testing window.

When will we receive our results?

It is the goal of the Division of Career and Technical Education to have results and certificates back to the schools by the first week of May.

How do I know what assessments to offer?

Schools should be offering assessments for each career major offered at the school according to the chart on the next page.

KOSSA Kentucky Occupational Skill Standards Assessments

Career Cluster	Career Major	Skill Standards Assessment
Agriculture	Horticulture	Horticulture
	Production	Production Crop And/Or Production Livestock
Business	Administrative Support Services	Administrative Support Services
	Financial Services	Financial Services
Human Services (Family & Consumer Science)	Child Development	Child Development
	Culinary Arts	Culinary Arts
	Housing And Interiors	Housing And Interiors
	Hospitality Services	Hospitality Services
	Family Services	Family Services
	Consumer Services	Consumer Services
Health Science	Allied Health	Allied Health
	Pre Nursing	Medicaid Nurse Aide*
Communications	Desktop Publishing Tech	Communications
	Printing Tech	
	Visual Communication Art	
	Communications Electronics	
	Computer Aided Drafting	
	Computer Systems Tech	
	Multimedia Tech	
	Telemedia Tech	
Construction	Masonry	Construction
	Res/Com Carpentry	
	Res/Com Electricity	
	Plumbing Tech	
	Metal Fabrication	
	Welding	
	Wood Products Manufacturing	
Transportation	Automotive Tech	Transportation
	Collision Repair & Refinish Tech	
	Diesel Tech	
	Com/Res Small Engine Tech	
	Aviation Tech	
Manufacturing	Industrial Electronics Tech	Manufacturing
	Machine Tool Tech	
	Air Conditioning Tech	
	Industrial Maintenance Tech	
	Industrial Automation Tech	
	Welding	
	Wood Products Manufacturing	
	Major Appliance Tech	
	Industrial Chemical Tech	
	Plastics Tech	
Information Technology	Web Design	Industry-Recognized Certifications*
	Networking	
	Computer Maintenance And Support	
Marketing	Programming	
	Advertising Services	Marketing
	Apparel & Acct/Fash Merchandising	
	Hospitality, Travel, Tourism & Recreation	
	Sports Marketing	
	E-Commerce	
	Marketing	
	Management/Entrepreneurship	
	Financial Services	Financial Services
	Retailing/Wholesaling	Retail Services
Science & Mathematics (Technology Education)	Technology Education	Technology Education/Pre-Engineering
	Pre-Engineering	Technology Education/Pre-Engineering

*MNA and IT results should be reported to Diane Sharp and Curt Lucas respectively. These assessments are not administered with the other skill standards assessments during the testing window.